

CMU BME Travel Policies

Flights

- ❖ Coach is the only acceptable fare classification. Exceptions to this must be reviewed by the BME Director of Finance and Operations PRIOR to booking the flight. There are very few circumstances that are allowable for first class or business class travel. Documentation of approval is required by audit to process the reimbursement. If there is no business justification for a seat upgrade, reimbursement will cover up to the amount of a coach ticket for that flight.
 - ❖ Additional upgrades such as early boarding or extra legroom require prior approval and justification. Medical reasons are a justifiable exception for these upgrades. In some trans ocean, international cases, business class flights can be reimbursed, however, only the cost of a coach ticket can be charged to sponsored research. The remaining must be charged to discretionary.
 - ❖ If travel is not completed, CMU cannot reimburse the cost of an unused flight. It cannot be charged to a grant until travel is rescheduled and completed.
 - ❖ If travel includes additional destinations for personal reasons (not simply layovers), reimbursement will cover the cost of the direct flight to the business destination at the time of purchase.
 - ❖ Travel insurance will not be reimbursed. It is against CMU policy.
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Hotel

- ❖ Standard rooms are reimbursable. Exceptions to this must be reviewed by the BME Director of Finance and Operations prior to booking the room. Medical reasons are a justifiable reason for an upgrade. Upgrades without a business justification will only be reimbursed at the standard room rate.
 - ❖ Only the days of and directly surrounding the CMU related travel can be reimbursed. Any hotel expenses incurred during “add-on” trip days for personal reasons cannot be submitted for reimbursement.
 - ❖ No extra costs such as activity passes, movie rentals, etc. can be reimbursed. Mandatory resort fees will be reimbursed.
 - ❖ If payment is required prior to travel and there is a non-refundable cancellation, this cost cannot be charged to a grant. It must be covered by discretionary.
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Food and Incidentals

- ❖ Per BME policy, meals and incidentals will be reimbursed based on the per diem rate of the destination location. Exceptions include single day trips and non-employee travel.
 - ❖ Per Diem is only reimbursable to paid employees. Funded PhD students are considered employees. MS and Undergrad cannot claim per diem.
 - ❖ It is mandatory to disclose any “free meals.” Any meals provided by conferences or other means will be deducted from that daily per diem total.
 - ❖ If paying for a group meal, turn in the itemized receipt as a business meal expense. These meals will be deducted from that daily per diem total.
 - ❖ Alcohol is not allowable on a grant.
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Ground Transportation

- ❖ Standard Uber, Lyft, and taxis are acceptable forms of ground transportation to and from the airport. More luxurious modes of transportation (limousine, luxury chauffeured town car, etc.) can only be reimbursed in the amount that the average taxi would cost. Any expense beyond is non-reimbursable because the government considers this an extravagant cost.
 - ❖ At the travel destination, ground transportation, including tips, can be reimbursed by receipt.
 - ❖ If traveling in a personal vehicle, mileage reimbursement is determined by CMU according to government rate. A google map indicating beginning and end destinations must be included along with trip receipts and documentation. Gas is not reimbursed for personal vehicles.
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Rental Cars

- ❖ The only acceptable classification for a rental vehicle is economy or equivalent. In some cases, standard is acceptable depending on the rental car company and how they classify their vehicles. Any reason for an upgrade to a class beyond standard must be reviewed and approved by the BME Director of Finance and Operations PRIOR to reservation. Justifications for a larger vehicle include, transporting equipment/large supplies for conferences/presentations, or transporting several other CMU attendees and their luggage. This documented approval is needed to process your reimbursement package, required by audit.
- ❖ A large vehicle without justification will be reimbursed at the economy rental rate.

- ❖ Only the days of and directly surrounding the CMU related travel can be reimbursed. Any rental expenses incurred during “add-on” trip days for personal reasons cannot be submitted for reimbursement.
 - ❖ CMU insurance must be used. Do not accept the rental company's insurance as it will not be reimbursed. For more info please <http://www.cmu.edu/finance/controller/bte/rental-vehicles-ins-info.html>. The CMU Insurance Card is located here: <https://www.cmu.edu/finance/controller/bte/files-secured/auto-id-card.pdf>
 - ❖ Fuel service option (since the refill cost is usually much higher than the standard gas station rate), GPS, etc. are considered upgrades and need separate justification. These require exception forms so they should be requested before travel.
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Notes

- ❖ A regular CMU pcard cannot be used more than 60 miles away from campus.
- ❖ Keep and turn in all receipts within 30 days of completion of travel to avoid tax penalty.
- ❖ If travel is paid by an entity outside CMU, it must be disclosed to the compliance office.
- ❖ Please ask questions before booking travel to ensure a seamless reimbursement process.
- ❖ When filling out the Travel Reimbursement Request Form, the business purpose should include how travel benefits current/future research (Promote collaboration? Test prototype? For continuous learning and development? To maintain credentials? To present research to peers in related fields?).